



Job Title: Accountant I
Department: Financial Services
Reports To: Director of Financial Services
FLSA Status: Non-exempt

Prepared/Updated By: Cassie Hall, HR Director
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Approved By: Jim Carney, Chancery Director
Approved Date: November, 2023

Purpose of Position: The Accountant I reports to the Director of Financial Services for the Diocese of Helena. This position is responsible for analyzing financial information and preparing financial reports to determine or maintain accurate records of assets, liabilities, profit and loss, tax liability, or other financial activities within the Diocese of Helena and its ministries.

Essential Duties & Responsibilities:

- Process day-to-day business office transactions.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions:
- Reconcile RCB, CSSM, and CSS&ST bank accounts monthly.
- Prepare monthly and quarterly budget to actual reports for Chancery departments and CSSM.
- Prepare checks and cash deposits.
- Prepare year-end account reconciliations in preparation for annual audits for RCB, CSSM, and CSST.
- Reconcile and prepare online credit card and ACH deposits.
- Enter and post deposits for RCB, CSSM and CSS&ST.
- Provide suggestions for implementing system changes for general accounting.
- Maintain fixed asset schedules by adding and disposing of assets and running monthly depreciation.
- Work with Stewardship Services to reconcile Financial Edge and Raiser’s Edge to assure accuracy of year-end tax statements.
- Assist other employees in their accounting and bookkeeping activities.
- Other duties as assigned.

Competencies:

Better Health

Develops self and others by continually improving health through all aspects of physical and mental well-being.

Service

Committed to customer service excellence. Is attentive to detail and accuracy and looks for improvements continuously. Monitors quality levels, finds root cause of quality problems, and owns/acts on quality problems.

Collaboration

Works well with others and displays team-oriented behaviors in all interactions. Actively works to create a win-win environment, and treats customers and other partners with respect.

Innovation

Generates new ideas and challenges the status quo. Supports change, solves problems creatively, and encourages creativity in others.

Caring

Demonstrates concern for others. Shows respect for our customers, coworkers, and business partners.

Integrity

Deals with others in a straightforward and honest manner. Is accountable for actions; maintains confidentiality, and behaves in a manner consistent with the diocesan Code of Business Ethics and Conduct.

Adaptability/Flexibility

Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.

Communication

Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, and has good listening skills.

Job Knowledge

Understands duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands diocesan mission/values, keeps job knowledge current, is in command of critical issues.

Problem Solving/Analysis

Breaks down problems into smaller components, understands underlying issues, can simplify and process complex issues, understands the difference between critical details and unimportant facts.

Productivity

Manages a fair workload, volunteers for additional work, prioritizes tasks, develops good work procedures, manages time well, handles information flow.

Teamwork

Meets all deadlines and responsibilities, listens to others and values opinions, helps leader to meet goals, welcomes newcomers and promotes a team atmosphere.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:*Minimum Requirements:*

- Bachelor's degree in Accounting or equivalent education and experience
- Thorough working knowledge of Microsoft Office Suite with advanced knowledge in Excel
- Strong attention to detail and commitment to accuracy
- Completion of *VIRTUS Protecting God's Children* training requirements

Desired Qualifications:

- Two years of business experience in accounting
- Understanding of financial practices in a Catholic context

Salary Range: \$24-\$28 per hour, depending on experience

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position functions in an office environment with a controlled atmosphere building. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature of the work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications. The Diocese of Helena reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

I am able to perform the essential functions of this position with/without accommodations.

Employee Signature: _____ Date: _____